

Arizona State Parks

Operations Manager





Arizona State Parks

Committed to growing the economy, building a better workforce and improving education by practicing sound financial management practices, retaining the State's finest in resource, recreation and cultural management and nurturing exploration among all generations of Arizonans.

We are an agency that values using interdisciplinary and interagency work groups to problem solve and face challenges through innovation and collaboration.

We are positioning Arizona State Parks to become a leader in recreation management by demonstrating excellence in long-range planning, resource management and agency recognition. In order to achieve this goal, Arizona State Parks is dedicated to addressing the needs of those it serves through the collective energies of citizens, staff and elected officials.

Innovation is a key element to addressing Arizona's needs. Innovation will come in the form of hiring, training and retaining a dynamic workforce, allowing access to landscapes and recreational experiences that were previously closed to the public and acknowledging citizen sacrifices that protect our environment, families and friends. Partnerships and recognizing Arizona State Parks value is also an integral to our success. We will build upon and

recognize the work and dedication of the past while leading, creating and continually improving for the future.





Growing the Economy

Arizona State Parks boosts Arizona's economy by attracting visitors to communities throughout Arizona, producing a statewide economic impact of \$226 million.

Arizona State Parks protects and preserves 31 State Parks and Natural Areas. Eight are in the top twenty-five most visited natural attractions in Arizona.



The mission of Arizona State Parks is to managing and conserving Arizona's natural, cultural and recreational resources for the benefit of the people both in our parks and through our partners.

Arizona State Parks is an agency of resource protection, reform and innovation. Utilizing more than 2,000 volunteers in the parks, the agency functions as one of Arizona's premiere tourism economic engines. Our partnerships with local communities and volunteer groups serve as a nationwide example of managing State Parks while drawing thousands of visitors to these rural communities.

Arizona State Parks at a glance:

- 64,000 acres of land
- 1,861 campsites,
- 24 cabins
- 81 trails
- 12 fishing lakes
- 11 boating lakes
- 8 historic parks
- 1 lodge



Position Overview

Operations Manager

Salary: \$43,239- \$77,468

We are looking for someone who can coordinate the "day -to-day" operations of 30 park facilities, to include, but not limited to:

- Business Continuity plans;
- Responsible for the development, review, revision, and implementation of existing and evolving plans, policies and procedures to address changes in administrative, legal, and operational environments pertaining to the Agency and the State;
- Loss prevention (Risk Management);
- Respond to requests for information, research issues and provide justifications and recommendations, to complaints;
- Work with staff on policy and procedures, fees, reports, and trends in parks;
- Create reports budget, staffing, fees, revenue and other reports;
- Procurement;
- Equipment and inventory management;
- Uniforms and Uniform Distribution;
- Supervise program staff- Gift Shop, Volunteers and Friends Groups;
- Will work weekends, special events or assist park staff in a park setting. Travel will be required;
- Work special projects or events at parks or in a park like setting.

KNOWLEDGE, SKILLS AND ABILITIES

Must have considerable knowledge of:

- Concepts, principals, trends and practices regarding parks and recreation, and park operations
- Concepts of research, data collection and analysis
- About contemporary technological applications for park operations
- Supervision and personnel practices
- Gift shop operation
- Volunteer Coordination
- Statutory requirements, procedures, standards, practices, certifications, and protocols
- Administrative procedures and requirements particular to state government and the agency, to include but not limited to: rules, procurement, personnel, budgeting, agreements, risk management, record keeping, accounting, grants, agency policies and procedures, and legislative procedures
- Natural, cultural, and historic resource management, outdoor recreation principals, manpower programs, computer and data base functions, equipment and machinery resources and utilization



BENEFITS

The State of Arizona provides an outstanding comprehensive benefits package:

- Affordable medical, dental, life, and short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Wellness plans

LOCATION

Arizona State Parks Central Office
23751 N. 23rd Avenue #190
Phoenix, AZ 85085

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Must have skills in:

- Must be accomplished in both written and oral communication
- Must have organizational skills to set and re-set priorities in a fluid management environment, schedules and objectives
- Must have the skills to deal with others in a tactful, succinct, and effective manner in order to achieve objectives either independently or as directed
- Relationship and team building
- Supervising others
- Must be proficient in the use of various computer programs unique to the agency, and have the ability to learn new hardware and software components as needed.

Must have the ability to:

- Effective verbal and written communication
- Efficient use of a networked computer system for a wide variety of business applications, including by not limited to, word processing, email communication, spreadsheet creation and editing, Reservation Management System (MMS) use, and conducting research using the internet
- Develop short- and long-range planning and management programs; research and compile resource data; plan and direct the activities of subordinate employees; establish and maintain an effective working relationship with other employees, department heads, committees, civic groups, state/ federal organizations, and the general public
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Evaluate and develop improvements in operations, procedures, policies, or methods
- Ability to obtain and maintain AZ Driver License
- Ability weekends, special events or assist park staff in a park setting
- Ability to travel statewide with overnight stay.

SELECTIVE PREFERENCES

- A degree in Park and Recreation Management, Public Administration, Business Administration or similar
- Experience working in park operations with progressive responsibility
- Must have three or more years of supervisory experience

To apply, go to <https://azstatejobs.azdoa.gov/ltnprod/xmlhttp/shorturl.do?key=18YW>

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

Arizona State Government is an EOE/ ADA Reasonable Accommodation Employer.

Having trouble applying for this position? Email HRIShelpdesk@azdoa.gov or call 602-542-4700 for assistance.